

ELEMENTARY WITH SUBJECT MATTER SPECIALIZATION: SOCIAL STUDIES GRADES 5-8 STANDARD (MIDDLE SCHOOL SOCIAL STUDIES)

TO AVOID DELAYS:

1. Apply online at <http://www.nj.gov/education/educators/license/tcis/>
2. **After applying online, please submit ALL necessary documentation together IN A SINGLE PACKET to the NJ DOE.** For this certificate, you will need to submit the oath of allegiance/verification of accuracy form available under “Forms and Documents” on our website, official transcripts, verification of program completion form (if applicable), copies of valid state certificates, and letters of teaching experience. If possible, please have transcripts sent to you first and then forward them in the [sealed envelope\(s\)](#) together with any other documents.
3. Please put your tracking number OR your Social Security number on all documents that you send us.

In order to be eligible for the Standard Certificate, you will need to apply and meet the following requirements:

Degree Requirement

- A minimum of a bachelor’s degree is required for New Jersey professional educator certification.

Regional Accreditation

- New Jersey requires that all course work/degree appear on a regionally accredited, four year college or university. The following accreditation associations are approved by the State of New Jersey:

<u>1. Middle States Association of Colleges and Schools;</u>	<u>4. Northwest Association of School and Colleges;</u>
<u>2. New England Association of Schools and Colleges;</u>	<u>5. Southern Association of Colleges and Schools; and</u>
<u>3. North Central Association of Colleges and Schools;</u>	<u>6. Western Association of School and Colleges.</u>

Cumulative GPA Requirement

- New Jersey requires that candidates for certification achieve a cumulative GPA of at least 2.75 when a GPA of 4.00 equals an A grade for students graduating on or after September 1, 2004 (2.50 for students graduating before September 1st, 2004) in a baccalaureate degree program, higher degree program or a State-approved post-baccalaureate certification program with a minimum of 13 semester-hour credits. If your transcript does NOT outline a GPA, please contact your college registrar to send an official letter stating the cumulative GPA upon completion of your bachelor’s, master’s, or State-approved post-baccalaureate certification program.

Elementary School Certification Requirement

- Current regulations for certification require that applicants hold an Elementary School certificate in order to be eligible for Elementary School with Subject Matter Specialization. For certification in Elementary School with Subject Matter Specialization: Social Studies, you need to apply for and be eligible for the Elementary School certificate. Issuance of the Elementary School with Subject Matter Specialization certificate will be contingent upon eligibility for the Elementary School certification.

Subject Matter Preparation

- Current regulations for certification require that applicants complete a minimum of 15 credits in Social Studies. Courses in educational pedagogy do not count towards the subject matter requirement. **All credits must appear on a regionally accredited 4-year college/university transcript. If courses are taken at a community college, those credits must be transferred to a regionally accredited 4-year college transcript.**

Professional Teacher Preparation

- Current regulations for certification require that applicants complete a coherent sequence of study in professional education which may be completed in a provisional teacher program or an approved teacher preparation program.

This is to advise that courses presented by the applicant in professional education must be a coherent sequence of courses that culminates in supervised student teaching.

Course in the Characteristics of Young Adolescents Requirement

- A course in “Adolescent Psychology”, or its equivalent, that appears on a regionally accredited, four-year college or university transcript is required. **If this course is completed at a community college, it must be transferred to a regionally accredited 4-year college transcript.**

Out-of-State Teaching Certificate

- Please submit a copy of an out-of-state teaching certificate that is equivalent to a NJ Standard Instructional Certificate. Holders of a NJ Standard Instructional Certificate do not need to send in a copy of their certificate.

Letter of Teaching Experience

- Please submit an original letter(s) from a school official(s), on school letterhead, documenting 1 year of fulltime teaching experience under a valid out-of-state license. The letter should include information about full or part-time status, specific teaching assignment and dates of employment. Holders of a NJ Standard Instructional Certificate do not need to send in a letter of teaching experience with the exception of those who hold a Standard Teacher of the Handicapped Certificate.

Test Requirement

- Please go to <http://www.nj.gov/education/educators/license/1112.pdf> for testing details. Official scores must be presented directly from Educational Testing Service to the NJ Department of Education. Only official scores are accepted. Coding the Department of Education (R7666) and your Social Security number on your test score report avoids delay in certificate issuance.

Physiology and Hygiene Requirement

- This may be completed by presenting evidence of basic military training, OR by completing a course such as biology, health or nutrition that appears on a regionally accredited 4-year college or university transcript, OR by completing a 35 question True/False test administered in the county office of education. Please go to <http://www.nj.gov/education/educators/license/county.htm> in order to contact a county office of education.

FEE INFORMATION: As of January 8th, 2008, fees have been raised. Please go to

<http://www.nj.gov/education/educators/license/fees.pdf> for more details. \$ The cost of the certificate is \$115. If you apply and are denied, you will be charged a fee of \$70. ***Please be advised that all fees, including money left on file, are nonrefundable.***

****I have read the requirements above and have applied. What are the next steps?**

1. You may check your application status online at any time:
https://www6.state.nj.us/DOE_TCIS_ASC/pages/appStatusSearch.jsp Once all your application materials have been received and uploaded, the status of your application should change from INCOMPLETE to IN PROCESS. Please allow up to 15 days from the time that you send your application materials for the status to change to IN PROCESS. Once your application is IN PROCESS, please allow for an **8 to 12 week response time** depending on the type of certificate you apply for and the time of year that you apply. **Summer is the busiest time of year with correspondingly longer waiting periods.**
2. If you are eligible for the certificate, you will receive the certificate in the mail. If you are not eligible, an official evaluation will be sent to you via email. In order to update your email address on TCIS, please RE-REGISTER on TCIS. This applies to applicants who have already created a user id.